



MIAMI-DADE COUNTY
OFFICE OF THE PROPERTY APPRAISER

Honorable Pedro J. Garcia
Property Appraiser

April 6, 2010



Folio: 01-0100-000-0522
Property Address:
401 BISCAYNE BLVD

Dear Property Owner:

RE: Second Request/Final Reminder for Commercial Properties Income and Expense Information

In my January 27th letter, I acknowledged the national and local economic downturn affecting businesses and reiterated my continuing commitment to set the right values for all properties in Miami-Dade County.

In order to reach the right values for commercial properties as of January 1, 2010, my staff will be focusing on the Income Approach to valuation, a request which has been made to me repeatedly by commercial property owners and their associations. To accomplish this goal we need the cooperation of commercial property owners like you. Your income and expense information will be compared to similar properties to establish values that reflect market conditions. Please forward as much of the following information as is available, to ensure that an accurate appraised value is reflected on the 2010 Assessment Notice that will be mailed to you in August:

- A statement on the performance of your property, including how early 2010 compares with the first quarter of 2009. Please include vacancies, concessions, rents, terms, physical condition, leasable area, unit counts, etc.
- Rent Roll ending on or about January 1, 2010.
- Year-end operating statements, including gross rents and expenses.
- Appraisals, listings, closing statements, contracts for sale and lease details.
- If your property is entirely owner occupied, disregard the financial items listed above. Instead, please provide professional estimates of market value, such as an appraisal, listing, etc., obtained within the last year.

Be assured that all financial information received by my Office is held confidential, pursuant with Section 195.027, Florida Statutes. Please send these documents to: **Office of the Property Appraiser, P.O. Box 10591, Miami, FL 33101**. Should you have questions, please call 786-331-5321.

If you have already sent us this information, please accept my gratitude for your prompt response.

Sincerely,

Pedro J. Garcia
Property Appraiser